

**Glenn Research Center  
Leave Program Fact Sheet**

**Leave Transfer Program**

**Purpose**

The NASA Voluntary Leave Transfer Program allows employees to donate annual leave to another suffering a personal or family medical emergency and who has exhausted his or her available paid leave.

**Eligibility**

All Glenn employees are eligible to participate in the Voluntary Leave Transfer Program. To be a leave recipient an employee must:

- suffer from a medical emergency
- be absent without available paid leave for at least 24 hours (FT employees)
- have exhausted all available accrued paid leave

**Application Process**

An employee must submit a written application to the Glenn Personnel Officer to become a leave recipient. The request must be submitted through the employee's supervisor to the Personnel Officer for approval. The OPM form, "Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program" should be used for this purpose. It can be found at <http://www.opm.gov/oca/leave/HTML/formindx.htm> If this form is not used, a written request must include:

- a. name, position title, and grade or pay level of the potential leave recipient ;
- b. reasons transferred leave is needed, including a brief description of the nature, severity, and anticipated duration of the medical emergency, and, if it is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient ;
- c. certification from a health care provider, or other appropriate expert, with respect to the medical emergency; and
- d. a statement from the potential leave recipient indicating he/she is or is not giving consent to publish the individual's name or provide it to those interested in donating leave. In addition, the statement should include the information or statement the employee would like to be used when leave donations are solicited.

**Approval of Application to Become a Leave Recipient**

When the application is approved, the leave recipient and supervisor will be notified. An employee will be notified, in writing, if their application is not approved.

It is the responsibility of the leave recipient or with the employee's permission, the supervisor or other personal representative, to advertise that leave donations are needed.

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**Approval of Application to Become a Leave Recipient (Continued)**

The employee is responsible for ensuring that the Office of Human Resources and Workforce Planning are notified in writing if the medical emergency ends sooner than outlined in the approval memorandum.

The Office of Human Resources and Workforce Planning will notify the Center's Payroll Office that the employee has been approved as a leave recipient and will provide them with the approved starting date of the medical emergency and the anticipated expiration of the medical emergency.

**Use of Donated Leave**

The approved leave recipient may only use annual leave transferred to his/her account for the purpose of the medical emergency for which the leave recipient was approved. An employee will continue to receive leave donations until the end of the pay period in which participation in the program terminates.

**Transfer of Annual Leave**

An employee interested in donating leave should submit a written request. Annual leave may be transferred to a leave recipient employed by GRC, by another NASA Center or a different agency. Form OPM 630A, Request to Donate Annual Leave to Leave Recipient under the Voluntary Leave Transfer Program should be used. If an employee would like to donate leave to an employee in another agency, form OPM 630B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (outside the Agency) should be used. The forms may be found at: <http://www.opm.gov/oqa/leave/HTML/formindx.htm>.

Annual leave may not be transferred to a leave donor's immediate supervisor. Only annual leave and restored annual leave may be transferred to a leave recipient. Compensatory time or credit hours may not be transferred.

**Use of Donated Leave**

A leave recipient may use annual leave transferred to his or her annual leave account only for the purpose of the medical emergency for which the leave recipient was approved.

Any donated annual leave will be applied toward any advanced sick leave indebtedness, incurred during the medical emergency. Donations may continue to be received toward this indebtedness until the end of the pay period in which participation in the program terminates.

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**Limitations on Donation of Annual Leave**

In any one leave year, a leave donor may donate no more than one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made. For employees in a use or lose situation, the maximum amount of annual leave that may be donated during the leave year shall be the lesser of (a) one-half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made or (b) the number of hours remaining in the leave year (as of the date of the transfer) that the donor is scheduled to work and receive pay.

In unusual circumstances, waivers of the above limitations may be granted by the Personnel Officer. The donor should request such a waiver of the Personnel Officer in writing. Approval or disapproval of the waiver will be documented in writing and the employee notified.

**Accrual of Annual and Sick Leave**

While in a leave transfer status, any advanced annual leave will not be available for use. As annual leave is accrued, it will be maintained in a separate annual leave account until 40 hours are accumulated. Any hours accrued above the 40 hours must be used before any additional transferred leave may be used.

While in a transferred leave status, any sick leave accrued will be maintained in a separate sick leave account until 40 hours is accumulated. Any hours accrued above the 40 ours must be used before any additional transferred leave may be used.

**References:**

5 USC Chapter 63

5 CFR 630, Subpart I (630.901-913)

[http://www.access.gpo.gov/nara/cfr/waisidx\\_03/5cfr630\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/5cfr630_03.html)

NPG 3600.1, Attendance and Leave

GLPG 3630.1, Absence and leave

OHR-13, Delegations of Authority

Office of Human Resources Web site

<http://www.grc.nasa.gov/WWW/OHR/leave.htm>

Office of Personnel Management Leave Administration Web Site

<http://www.opm.gov/oca/leave/index.htm>

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